

# Sustainable Communities Fund

Application guidelines

October 2011

## Helping communities reach sustainability

The Pacific Hydro Sustainable Communities Fund provides financial support to community groups and organisations that are working to make a positive and lasting contribution to their communities.

The Fund is available to organisations that operate in the communities currently hosting wind farms owned and managed by Pacific Hydro. These are the communities of Clements Gap, Portland, Codrington, Yambuk and Ararat.

*The amount and period of funding for community organisations is at Pacific Hydro's discretion however amounts of \$10,000 or less are more easily accommodated under the fund.*

Through the fund our aims are:

- To build more cohesive and stronger communities in which we operate.
- To encourage innovative solutions and new approaches to local issues.
- To encourage organisations to work together and to form partnerships which deliver community services
- To promote positive and long term outcomes for wider community benefits.
- To promote local awareness and commitment to the sustainable community ideal.

## What areas do we support?

The Fund is committed to supporting projects that will provide lasting benefits to local communities across the following areas:

### Area Example

- Health and welfare
- Early intervention programs for disadvantaged young people.
- Education and training
- Equipment that broadens access to, and quality of adult or early childhood education in the local region.
- Environment/community based/Conservation and rehabilitation programs.
- Sporting or recreational projects that promote activities that encourage healthy and active communities.
- Cultural and arts Events or festivals that foster a vibrant cultural and community life.

**Please note:** *The number of organisations applying for funding may exceed the funds available and not all worthwhile projects can be guaranteed support, regardless of their merit.*

*Applications may be emailed to [community@pacifichydro.com.au](mailto:community@pacifichydro.com.au), posted to Level 11, 474 Flinders Street, Melbourne VIC 3000 or faxed to (03) 8621 6111.*

*Applications will be reviewed based on the Fund criteria, terms and conditions and consideration of identified local priorities.*

*Applicants will be notified of the status of their submission within eight weeks of the application period closing.*

## What we will not fund

The fund is unable to support:

- Applications from individuals (including those seeking support for academic studies towards a degree, overseas travel for any purpose, raising funds on behalf of charitable or other organisations);
- Applications from political organisations or campaigns;
- Applications from religious organisations for religious purposes;
- Conference organisers or potential attendees at conferences or symposia;
- Accommodation or travel expenses of any kind;
- Fundraising events such as dinners or fun runs;
- Organisations producing, distributing or seeking advertising in audio-visual media including print or electronic media;
- Organisations seeking funds to cover administrative costs such as insurance or printing and distributing promotional material;
- Projects that, in the opinion of Pacific Hydro are the sole responsibility of Federal, State or Local Government;
- Public primary and secondary schools: Pacific Hydro believes public school programs are the sole responsibility of the Education Department and other Government bodies; however if the school feels they are eligible to apply, reason must be attached in a separate letter. Where a school believes they are eligible for funding the Principal must be the person who submits the application;
- Previously successful organisations who have failed to implement their program prior to the current round of funding opening. An organisation is ineligible to apply for funding until any previously given funds have been spent in accordance with their sponsorship agreement.
- Previously successful organisations that have failed to supply their 'report back form' in previous funding rounds;
- Projects that do not fit with Pacific Hydro's corporate values including projects that, in the opinion of Pacific Hydro are environmentally, socially or economically unsustainable;
- Salaries of any kind;
- One off events. This does not include annual events such as shows and festivals; and
- Applications from organisations operating outside the area covered by the Fund.

## Fund Area's covered

Fund Area's covered	
<b>Clements Gap</b>	Clements Gap, Crystal Brook, Red Hill, Port Broughton, Mundoora
<b>Portland/Cape Bridgewater</b>	Portland, Cape Bridgewater, Cape Nelson South, Narrawong, Tyrendarra, Gorae, Heywood
<b>Ararat</b>	Ararat Rural City
<b>Codrington/Yambuk</b>	Codrington, Yambuk, Port Fairy, Koroit, Kirkstall, Orford

## Who is eligible to apply?

Applications for funding will be considered from organisations that:

- Deliver social or environmental projects or services to residents in the community.
- Pursue objectives of significant and demonstrable benefit to the local or regional community in the funding areas;
- Have a proven track record of achievement and sound project management, or are otherwise able to show the capacity to achieve their stated aims and objectives;
- Are proactive in their approach to issues, being committed to solving and preventing problems rather than merely providing short-term relief;
- Have similar objectives as Pacific Hydro which are in line with socially responsible practices; and
- Is not-for-profit, or provide additional reasons for why they are seeking funding for the project.

## Reporting and evaluation

- Fund recipients must provide written reports on the progress and results of their project, including details of funding expenditure.
- A 'report back form' is to be completed at the end of the six month project completion period. Failure to supply this form will automatically disqualify the organisation for funding in future rounds.
- Recipients that receive two or more consecutive years of funding are required to supply a report annually. Continued funding will depend on the progress of the project and the achievement of stated objectives.
- Pacific Hydro reserves the right to withdraw funding if funding criteria are not continually met.
- Should an organisation be unable to implement the project as agreed to in the sponsorship agreement, the organisation is required to liaise with Pacific Hydro's Community Fund Coordinator to develop a revised timeline of up to twelve months and/or an alternate project. However; if the organisation is unable to implement the project within twelve months, Pacific Hydro may request the grant be returned for reallocation. So long as the organisation liaises with the Community Fund Coordinator, these circumstances do not exclude the organisation from applying in future rounds.

## How to apply

Applications may only be made in writing and can contain a maximum of six pages of single spaced typed text.

Applications from third parties will not be accepted.

It is recommended that you keep a copy of the submitted application for your own records.

In its application your organisation should:

- identify specific objectives or problems and present respective plans and solutions;
- show that the project is planned around an achievable timetable and budget;
- be able to demonstrate that the project is directed at solving problems in a sustainable way rather than providing
- short-term relief from symptoms or long-term dependency;
- build in reporting and evaluation of the project; and
- be innovative and present a project idea that may not readily attract funding from traditional sources.

**Please note:** Applicants are advised not to include original documents, videos, audiocassettes, or models with their submission. Where relevant, however, annual reports or other publicity material may be included with the submission.

## When and where to apply

Pacific Hydro will call for submissions each financial year. Application opening and closing dates are listed in the table below.

Community	Open date	Closing date
Clements Gap	08/03/2011	19/04/2011
Portland / Cape Bridgewater	03/05/2011	14/06/2011
Codrington / Yambuk	03/05/2011	14/06/2011
Ararat	16/08/2011	27/09/2011

**Applications postmarked after the closing date will not be accepted.** Please see local advertising for these details.

Pacific Hydro will place advertisements in local papers, mail information directly to community groups where details have been provided, provide information to relevant Councils and have details available on its website.

Applications must be received within the specified period and may be emailed, faxed, posted or hand delivered. Posted applications must have a date-stamp on or before the closing date as stated above.

You may send your applications to the following: (Please submit your application using only one method.)

Email: [community@pacifichydro.com.au](mailto:community@pacifichydro.com.au)

Fax: (03) 8621 6111 attention Sustainable Communities Fund

Post: Sustainable Communities Fund  
Pacific Hydro  
Level 11, 474 Flinders Street  
MELBOURNE VIC 3000

*Pacific Hydro will notify all applicants of the status of their submissions within eight weeks of the closing date.*

**Grant cheques will be distributed as soon as possible after this time.**

For more information, or to download an application form, please visit [www.pacifichydro.com.au](http://www.pacifichydro.com.au).

*Please note: Applicants will be acknowledged within 14 days of receipt. Your organisation should indicate in its application whether time constraints apply to its proposed project.*

## Assessment of your proposal

The procedure for assessing applications is as follows:

1. Applications recorded and acknowledged
2. Formal assessment procedure begins based on Fund criteria, terms and conditions. Establishing that the application meets eligibility and funding criteria; that the application has been completed satisfactorily, meets the guidelines and is accompanied by the appropriate documentation. (Further information may be sought from the organisation at this stage).
3. A final assessment panel will review all submissions that meet the criteria, consider identified local priorities and short list applications.
4. Short-listed applications are reviewed by Pacific Hydro's General Manager, Australia/Pacific for final approval.
5. Applicants are notified by mail and where possible, by telephone.
6. Distribution of funds.

## Terms and Conditions

1. The following conditions apply to the Pacific Hydro Sustainable Communities Fund:
2. Pacific Hydro Pty Ltd ("Pacific Hydro") will provide the successful applicant(s) ('the Recipient') with funding either in a one off or ongoing period in the amount determined by Pacific Hydro in its sole and absolute discretion. Pacific Hydro shall not be required to provide reasons for refusal to make a grant or the amount that is agreed to be granted.
3. The funding amount must be used and applied solely for the purpose of the project stated in the sponsorship agreement and letter confirming success.
4. If, at any time, the stated purpose of the project is no longer possible or cannot be completed in the manner described in the application and proposal submitted to Pacific Hydro, the Recipient must advise Pacific Hydro and any remaining unspent amount of the fund shall be returned to Pacific Hydro within two weeks of this becoming apparent. However, Pacific Hydro may (at its discretion) agree to a variation in the purpose and project provided that the variation of the project still meets the initial funding criteria.
5. Expenditure of the funds so granted shall be completed within six months of grant, unless otherwise arranged with Pacific Hydro.
6. The Recipient will provide to Pacific Hydro a 'report back form' outlining the outcomes of the project. This report shall be provided to Pacific Hydro within four weeks of the end date of the project or seven months of receiving the grant whichever is sooner.
7. The Recipient is required to sign and return the Sponsorship Agreement before Funds are distributed.
8. Should the actual total project costs be more than the proposed project costs, Pacific Hydro will not be responsible nor obliged to pay any monies additional to the notified fund amount.
9. The applicant will keep and maintain adequate insurance (including public liability insurance) for the activities carried out by the applicant in relation to this project, against any claims for loss or damage to property and injury or death to persons.
10. The Recipient shall not do or say anything or cause anyone to do or say anything that may prejudice or cause damage to the name and reputation of Pacific Hydro or its affiliated companies.
11. Pacific Hydro's financial assistance to your activity/project must be acknowledged, regardless of the amount of funding. This is a condition of the Recipient's funding. To acknowledge Pacific Hydro's financial assistance, you must display the Pacific Hydro Pty Ltd logo, or state in writing that Pacific Hydro has funded your project. Pacific Hydro must be acknowledged, in a manner and form acceptable to Pacific Hydro for the duration of the activity/project. Pacific Hydro may not be referred to for any purposes outside of the activity/project. Pacific Hydro reserves the right to refuse requests for permission to use Pacific Hydro logos or written acknowledgement of Pacific Hydro. Acknowledgement guidelines and logos will be supplied by Pacific Hydro.
12. All advertising, signage, media releases and other promotional material that contains the Pacific Hydro logo must be submitted to and approved by Pacific Hydro prior to its production and release.
13. These Terms and Conditions are to be read together with the Application for Funding, the Guidelines and the Letter of Offer for funding and sponsorship agreement from Pacific Hydro. They will all form the terms of the agreement for the fund.
14. If the successful applicant is registered for GST, the amount of the funding will be grossed up to include the GST amount, subject to a tax invoice being provided to Pacific Hydro.
15. This does not constitute an offer by Pacific Hydro to the recipient, and Pacific Hydro reserves the right to not grant funding in relation to any applications (including those that comply with all of the criteria required for a successful application).